

**SAFETY & RISK MANAGER
TITLE 10200, SUBTITLE 01, EXEMPT
MANAGERIAL BAND**



SCOPE OF WORK:

Administers the City's workers compensation program, liability (claims) program, and also other liability insurance programs. Manages hazardous waste disposal projects and the Service Center/Garage LUST project.

BUDGETARY RESPONSIBILITIES:

Prepares and administers the annual budget for the Safety and Risk Management area. Prepares and administers the annual budget for special environmental projects. Monitors expenditures and makes recommendations for modifications and appropriations of additional funds.

ESSENTIAL JOB DUTIES:

- * Administers the workers compensation and general liability programs.
- * Serves as liaison between City and insurance companies for Airport Liability, Clinic Liability, E&O, Law Enforcement Liability and Property and Equipment policy.
- * Prepares RFP's for related insurance policies.
- * Maintains employee bonds.
- * Prepares and files required reports with state and federal agencies.
- * Develops and implements safety and training policies and procedures.
- * Investigates accidents, injuries and claims.
- * Oversees the work of subordinate employees. Completes annual performance evaluations as required.
- * Generates information and reports as required by management and outside agencies.
- * Administers the employee wellness program.
- * Performs other related duties as required.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Ability to sit, stands, bend, stoop, squat, walk and drive for long periods of time. Must be able to lift a medium level. Must be able to climb. May be exposed to noise, fumes, dust, vapors chemicals and extreme temperatures.

REQUIRED CONTACTS:

Employee works with other employees, public, local, state, and federal organizations, attorneys and physicians.

REQUIRED QUALIFICATIONS:

Knowledge, Abilities and Skills

Must have excellent verbal and written skills. Must have thorough knowledge of OSHA and applicable standards. Must have thorough knowledge of the Texas Workers Compensation law and accident/injury investigation requirements. Must be able to perform statistical analysis and general math. Must be able to operate general office machines including computers and audio visual equipment. Must have the ability to read and understand complex manuals and journals. Ability to interpret and explain regulations and laws governing the City of Midland.

Minimum Education, Experience and Certification

Bachelor's degree in Industrial Engineering or Safety Engineering plus a minimum of 5 years experience in a safety related field. May consider acceptable combination of education, training and experience. Valid Texas driver's license required.

WAGES & HOURS:

\$3,354 - \$4,390/Month-DOQ. Monday – Friday 8:00 – 5:00